

**Boarding Administrator**  
Job Description



**ROCHESTER**  
INDEPENDENT COLLEGE

**Hours of Work:** Monday to Friday 8.30am to 5.30pm but some flexibility is required.

**Job Purpose:** To support and participate in the running of the boarding houses in accordance with the National Minimum Standards for boarding schools.

**Responsible to:** Head of Boarding

This job description provides a guide to, and general description of the duties and responsibilities required for this role. It is not intended to be wholly definitive; in this respect, the Boarding Administrator will be expected to undertake any other related tasks as may reasonably be requested by the Head of Boarding.

**Administration Responsibilities (this list is not exhaustive)**

General

- Be committed to the safeguarding and promoting of students' welfare.
- Read and adhere to the policies of the College as expressed, for instance, in its handbook with regard to induction, health and safety, staff conduct, equality and child protection and have a good understanding of the National Minimum Standards for Boarding.
- Answering the telephone, taking messages and dissemination of information.
- Liaising with staff, students, parents and visitors.
- Dealing with student and staff queries.
- Maintaining office systems, both college wide and boarding specific.

Boarding Specific

The Boarding Administrator is expected to assist in:

- Dealing with any enquiries that come into the Boarding Hub, following up with students, staff and parents where necessary.
- Ensure that registration records are accurate. Chasing any students who have been reported absent from class, checking with teachers to ensure that they did attend, and following up with those that are unwell.
- Monitor meals and ensure that registers are taken
- Monitor the boarding mailbox; responding to and following up anything that is required.
- Keeping careful records pertaining to permissions to leave with guardian or parents, including processing leave requests on Reach and ensuring that students have handed their keys in when leaving overnight.
- Ensuring that the 'handover' log book, discipline, medication, sanctions and other centralised records are kept up to date, and hand over all relevant issues to evening/night duty staff.

- Liaise with the College Nurse and monitor any ill boarders, administering medication as required and ensuring that they have meals as necessary.
- Co-ordinate the collection of boarding forms from students at the start of the year.
- Co-ordinate the boarders' arrivals at the start of the year, and for all holiday periods, ensuring that all leave requests are processed correctly, booking taxis/transport as required and liaising with Parents/Guardians for permissions.
- Creating boarders' files and ensuring that all records of all communications/contacts with parents and guardians are maintained.
- Maintaining administration files detailing procedures and routines, and assist in updating the boarding handbook/forms/policies annually.
- Assist in the organisation and running of boarding activities, ensure that all forms, risk assessments and disbursements are completed in a timely manner.
- Do Boarding tours for prospective students as and when required.
- Assist in dealing with emergencies of any kind, including escorting students to hospital, in the event that the nurse or Boarding Supervisors are not available to do so.
- Take part in appraisals and probationary meetings as directed.
- Attend the formal Boarding Staff meetings.

Rochester Independent College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.